

1 CITY MANAGER OF THE CITY OF KEIZER, OREGON

2
3 ADMINISTRATIVE ORDER #2020-2

4
5 DECLARING A LOCAL STATE OF
6 EMERGENCY IN THE CITY OF KEIZER AS A
7 RESULT OF COVID-19 PANDEMIC
8

9 WHEREAS, the City Manager of the City of Keizer finds that:

10 A. Pursuant to Ordinance No. 2009-588, I find that the following factors have
11 resulted in the need for a state of emergency declaration.

12 B. COVID-19 (novel coronavirus) was declared a pandemic by the World
13 Health Organization on March 11, 2020.

14 C. Coronaviruses are a group of viruses that can cause respiratory disease,
15 with the potential to cause serious illness or loss of life. Current indications suggest that
16 individuals who are elderly and/or have underlying health conditions are most at risk
17 from COVID-19.

18 D. COVID-19 requires a significant amount of resources at the local level to
19 keep the public and community informed and as safe as possible.

20 E. On March 8, 2020, Governor Kate Brown declared a state of emergency
21 due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that
22 COVID-19 has created a threat to public health and safety, and constitutes a statewide
23 emergency under ORS 401.025(1). Governor Brown also issued guidance regarding
24 group gatherings and social distancing to minimize potential opportunities for the
25 COVID-19 to spread (Executive Order No. 20-05).

1 F. The COVID-19 pandemic will create significant social, health, financial
2 and other impacts to the community of unknown duration.

3 G. The City has been closely monitoring updated information for the state
4 through the Governor's office, the Oregon Health Authority (OHA), and the Centers for
5 Disease Control (CDC) for U.S. updates. The primary focus at the City is to restrict the
6 spread of COVID-19 and to maintain the health of our workforce and the community so
7 the City can continue to provide crucial City services.

8 H. Pursuant to ORS 401.309(1), the governing body of a City may declare, by
9 Ordinance or Resolution, that a state of emergency exists within the City.

10 I. Pursuant to Keizer Ordinance No. 2009-588 ("Emergency Ordinance"), if
11 the City Manager determines that a state of emergency exists, the City Manager may
12 declare a state of emergency. Section 2 of the Emergency Ordinance sets out the actions
13 the City can take, which include the ability to prohibit or limit the number of people to
14 public places, commit to mutual aid agreements, and other measures "for the protection
15 of life and/or property."

16 J. I have made reasonable efforts to inform the City Council of the need to
17 declare an emergency. Pursuant to Section 5 of the Emergency Ordinance, the City
18 Council shall consider ratification of the Declaration of a State of Emergency at its first
19 available opportunity. The next meeting of the City Council is scheduled for April 6,
20 2020.

21 NOW, THEREFORE, based on the above findings;

1 IT IS HEREBY ORDERED by the City Manager of the City of Keizer as follows:

2 1. A Local State of Emergency is declared to exist and the area of emergency
3 is the entire City of Keizer. The Emergency Operations Center may be opened if
4 deemed necessary.

5 2. This Declaration of Local State of Emergency is effective immediately and
6 will remain in effect until April 15, 2020, but may be extended in two-week increments
7 so long as COVID-19 continues to pose an ongoing, immediate, and substantial threat to
8 life, safety, health, or property in the City of Keizer as determined by the City Manager
9 or City Council.

10 3. To protect the health and safety of City employees, with input from the
11 City Department Heads, I have and will continue to develop emergency policies and
12 guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol,
13 social distancing, identification of essential and non-essential staff for ongoing presence
14 at City facilities, and other policies that will be in effect for the duration of the
15 emergency. This may include limited City staff interaction with the public and
16 restricting access to City facilities, while seeking to preserve the continuation of
17 essential public services.

18 4. To eliminate exposure to and spread of COVID-19, and in support of state
19 and federal guidelines for social distancing, the following measures are in effect:

20 a. All public meetings and/or open houses are cancelled.

21

- 1 b. All standing and ad hoc committee/board/commission meetings
- 2 and activities are cancelled.
- 3 c. At this time, the next scheduled City Council meeting will occur,
- 4 but with social distancing modifications including reduced
- 5 meeting length, increased spaced between chairs and
- 6 encouragement of virtual or electronic options. The City will
- 7 continue to monitor and consider federal, state and local public
- 8 health recommendations carefully in determining whether to
- 9 cancel or continue future Council meetings during this emergency.
- 10 d. Public hearings absolutely necessary to meet state-mandated land
- 11 use review timelines may be held with the social distancing
- 12 modifications described in the previous subsection.
- 13 e. All events in the Community Center are cancelled through April
- 14 30, 2020.
- 15 f. The City will review the information the CDC and Marion County
- 16 Health for updated decisions as appropriate.

17 5. The City will not send shut-off notices or shut off water for non-payment
18 of unpaid water bills while this emergency is in place, and may suspend enforcement of
19 other utility billing department rules, regulations and code provisions, in the City's
20 discretion.

21

1 6. To respond to the COVID-19 Pandemic, the City may procure needed
2 goods and services in accordance with ORS 279B.080 and without compliance with
3 normal procurement procedures, redirect any necessary City funds for emergency
4 purposes, and take any other actions set forth in the Emergency Ordinance, including
5 any actions necessary for the protection of health and safety.

6 7. All permitted special events of more than 25 persons are cancelled during
7 this emergency. This number may be reduced if so ordered by state and federal
8 authorities.

9 8. As allowed by state law and/or collective bargaining contracts, the City
10 may change employees' shifts, hours of work and call out for overtime without notice or
11 regard to seniority.

12 9. The City may adjust, waive, or defer all permit fees and adjust land use
13 permitting processes (as legally allowed) to facilitate services during this emergency.
14 Altered structures/uses may be required to be restored to their original configuration
15 once this emergency is over. The City may also adjust, waive, or defer permit fees for
16 building modifications or for other purposes for businesses, agencies and entities that
17 are seeking to respond to this crisis.

18 10. The City may take any other emergency acts as allowed by law, including
19 but not limited to committing to mutual aid agreements.

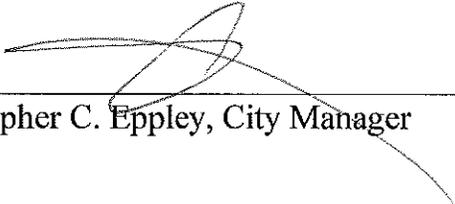
20

21

1 11. The City will take all necessary steps authorized by law to coordinate the
2 response and recovery of this emergency, including but not limited to, requesting
3 assistance from the federal government, the State of Oregon and Marion County.

4 SIGNED this 20th day of March, 2020.

5
6
7



Christopher C. Eppley, City Manager